



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER 08-04-074E	OPENING DATE: 10-08-04	CLOSING DATE: 10-15-04	OPEN TO ALL APPLICANTS
POSITION: Accounting Technician JS-525-07	TYPE OF APPOINTMENT: Career Service		SALARY: \$34,184 - \$44,439 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 515 5 <sup>th</sup> Street, NW		TOUR OF DUTY: Full-time

This is a career ladder position and has promotion potential to grade JS-09.

Candidates who previously applied for this position are still under consideration and need not reapply.

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for maintaining, analyzing and implementing administrative and technical functions involved in the receipt and disbursement of funds and the accounting and control of collected and appropriated funds of the D.C. Courts. Verifies daily collections using the Cash Drawer print out from the Court Finance and Remittance System (CFARS) and the Integrated Justice Information System (IJIS), and makes any necessary adjustments to ensure that the system is in balance. Oversees preparation of daily bank deposits. Reviews and updates Accounts and related court jackets, noting discrepancies and suggesting corrective measures. Maintains detailed records of Accounts Receivable; flags individual bad checks in the mainframe system; updates standalone computer; and prepares and mails out invoices to clients. Maintains detailed records of escrow accounts and imports daily receipts from the CFARS and IJIS into Peachtree Integrated Accounting System. Verifies all claims for refunds and escrow disbursements, and disburses checks in accordance with court financial policies. Oversees cashier functions. Generates financial records of escrow cases for judges, attorneys and their clients. Monitors and reconciles the Courtlink's eAccess and eFile services accounts, and generates financial data from eAccess for processing in the accounting system.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in financial management, business administration or a related field, which included a minimum of 24 credit hours in accounting, plus one year of experience in the finance or a related field; or five years of the above experience. Equivalent levels of education may be substituted for experience. Please submit a copy of your most recent performance evaluation with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

1. Knowledge of accounting principles and techniques, and the ability to interpret laws and regulations governing the specific functions performed by the Banking and Finance Branch.
2. Knowledge of fund accounting methods, procedures and techniques used in maintaining and analyzing accounts encompassing a variety of activities.
3. Ability to follow individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies in a system.
4. Ability to use a mainframe and a standalone computer, and knowledge of accounting software.

**SELECTION PROCESS:** All candidates will take a computerized test in basic math and accounting. After a review of applications and ranking factor responses, an oral interview may be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:  
DC Courts, Human Resources Division, 515 5<sup>th</sup> St., NW, Room 213, Washington, DC 20001  
For further information call (202) 879-0496 or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.